

Online Application System (OASys) for the admission of Shiftees, Transferees, Second Degree Applicants (STS)_updated on 7.7.2022

	Office	Procedure	Interface
1.	Academic Unit (AU)	<p>a) receives the applicant’s letter of intent, scholastic record, and certificate of good moral character (CGMC);</p> <p>b) screens the applicant’s grades and other credentials deemed necessary by the AU;</p> <p>c) accomplishes the <i>first endorsement</i> in the Endorsement Form for Shifters, Transferees, and Second Degree Applicants (<i>from the OSG</i>);</p> <p><i>Note: The Endorsement Form is not to be endorsed to the OSA if the grade requirements are not satisfactorily met, so as not give false hope to the applicant. Endorse only those that are seriously being considered for admission.</i></p> <p>d) accomplish the Google Form (OASys-STs) via Project EASE.</p> <p>Note: Please upload the required documents.</p>	<p>Application Letter</p> <p>Endorsement Form</p> <p>Google Form (OASys-STs)</p>
2.	OSA	<p>Accesses the Google Sheet (OASys-STs) via the Project EASE, assesses the applicant’s good moral standing, approves the application accordingly, and reflects the approval on the Endorsement Form.</p>	<p>Google Sheet (OASys-STs)</p> <p>Endorsement Form</p>

3.	OSG	Accesses the Google Sheet for OASys-STS via the Project EASE, assesses the submitted documents, and approves accordingly.	Google Sheet (OASys-STS) Endorsement Form
4.	OFAD	Accesses the Google Sheet for OASys-STS via the Project EASE, and processes the application; Informs the applicant to pay the processing fee; Upon presentation of proof of payment, updates the AU of the successful application.	Google Sheet (OASys-STS) E-mail to Applicant Result of application
5.	Academic Unit	a) gives the final decision on the acceptance or non-acceptance of the applicant to their program; b) informs the applicant of their decision	E-mail to Applicant
	<i>End</i>		